



SOP0015 – Cleaning Procedure - Mirrors and Glass

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1						
2						
3						
4						

1. Scope

This procedure details the safe method of Cleaning Glass and Mirrors

2. Responsibilities

Responsible	Task
Cleaning Technician/Franchisee	Actual Operation
Site or Service Unit Team Leader	General Oversight of operation and job Audit
Operations Supervisors	Audit of operations of Site and Service unit team leaders and technicians
Branch/Area Manager	Audit of Control of operations and Division team leaders
General Manager and Operations Manager	Responsible for setting up and monitor safe procedure

3. Approved Equipment/Consumables/Personal Protective Equipment

Approved Consumables	Approved Equipment
Gloves	Colour coded clothes
Glass Cleaner	Paper Towel
Disinfectant/Spray and Wipe	

4. Procedure

Cracked or broken mirrors/windows are potentially dangerous and a work place hazard. Before commencing to clean, assess the mirror/window for any cracks. If unsafe, report to your manager, do not proceed to clean

1. Put on gloves
2. Using disinfectant and color-coded cloth wipe window sills (SOP0009) (if required)
3. Taking paper towel and window cleaner
4. Spray small amount of window cleaner onto paper towel
5. Wipe the mirror/window with paper towel starting at the top of the mirror/window and working from side to side and going down ensure all dirt marks and dust are removed
6. Shake the paper towel to remove any debris
7. Fold the paper towel so a new clean surface is visible
8. Using the clean surface of the paper towel, quickly buff any smears or streaks from the surface to maximize shine and to leave the mirror clean
9. Dispose of paper towel in waste bags

Do not use this paper towel to clean any other surface other than glass. A perfectly clean paper towel makes cleaning mirrors/windows easy



FORMS AND REGISTERS

Document number	Document Name
OR0037	Approved Consumables List